



Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, WEDNESDAY, APRIL 23, 2025 (VAISAKHA 3, 1947 SAKA)

GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES

NOTIFICATION

The 21st April, 2025

No.17/10/2024-3IP3/159.-

1.0 Vide Punjab Government order File No. 2/12/2021-IW(2)/38, dated 14-02-2023, the procedure process for sanction of New Wara Bandi and alternation in Wara Bandi for distribution of water to the fields through water couusers/canals was notified as mentioned in Annexure-1 and Annexure-2 with the aforesaid order. In the public interest, the said procedure as mentioned in the Annexures has been adopted by the Department, which is notified for information of general public.

Sd/-

KRISHAN KUMAR, IAS

Principal Secretary to Government of Punjab

Department of Water Resources.

Annexure-1

Process For Sanction Of New Warabandi. (Annexure-1)

Sr. No.	Procedure	Sr. No.
1	<p>a) All applications shall be received on online portal only and marked by the software directly to the concerned patwari based on the area distribution. A copy of the same application shall further be displayed in the dashboard of concerned Zileadar, JE, SDO, XEN and Deputy Collector.</p> <p>b) In case the application is received in hard copy to any of the officers of the department, it will be the responsibility the concerned officer to upload the application on online portal within one day of receipt of application.</p>	1
2	<p>1. Observation regarding public notice/ intimation on receipt of application, the concerned patwari within two days shall visit the concerned site and carry out the procedure below:-</p> <p>a) Carry out an initial recce of the area in question.</p> <p>b) Issue a notice for joint visit of ziledar and patwari for preparation of field report to the concerned applicant and shareholder via phone, email ID and physical intimation if required (the notice can be maximum of 7 days).</p> <p>c) The notice regarding date of visit shall also be conveyed to the village numbardar and Chowankidar in case any of the shareholder or applicant are not reachable.</p> <p>The patwari shall also make an announcement in the local religious place and get the receiving of the same from the local religious head.</p>	<p>T+2=T1</p> <p>T1+7=T2</p>
3	On the day of visit fixed by the ziledar and patwari for joint visit, they would record the statement of all the concerned. The Deputy	T2+14=T3

	Collector shall also issue the mandatory 14 days notice for hearing on the day of the site visit by Zildar and Patwari.	
4	The zildar and patwari shall forward the case to the Deputy Collector within 2 days of site visit.	$T2+2=T4$
5	<p>The Deputy Collector shall himself study the case submitted by zildar and verify the authenticity of the record provided.</p> <p>Note 1 : If there is any discrepancy in the case submitted by the zildar. The Deputy Collector shall ensure that such discrepancies are removed within the 14 days compulsory notice period</p> <p>Note 2 : Further the Deputy Collector shall also visit the site if he desire so within this 14 days compulsory notice period time only.</p>	$T4+12$
6	After the hearing has been done by the Deputy Collector, the Deputy Collector shall draft his decision and forward it to the concerned office of zildar for preparation of warabandi within 3 days.	$T3+3=T5$
7	Zildar shall prepare true copies of warabandi and submit the same to Deputy Collector within 4 days	$T5+4=T6$
8	Deputy Collector through the assessment branch shall verify, rectify and issue the warabandies for implementation through online media (Whatsapp, Email etc.) along with hard copies within 2 days or receipt copies of true copies from zildar.	$T6+2=T7$

Total timeline T to T 7 = 32 days

Annexure-2

Process For Alteration In Warabandi. (Annexure-2)

Sr. No.	Procedure	Sr. No.
1	<p>a) All applications shall be received on online portal only and marked by the software directly to the concerned patwari based on the area distribution. A copy of the same application shall further be displayed in the dashboard of concerned ziledar, JE, SDO, XEN and Deputy Collector.</p> <p>b) In case the application is received in hard copy to any of the officers of the department, it will be the responsibility the concerned officer to upload the application on online portal within one day of receipt of application.</p>	T
2	<p>1. Observation regarding public notice/intimation on receipt of application, the concerned patwari within two days shall visit the concerned site and carry out the procedure below:-</p> <p>a) Carry out an initial recce of the area in question.</p> <p>b) Issue a notice for joint visit of ziledar and patwari for preparation of field report to the concerned applicant and shareholder via phone, email ID and physical intimation if required (the notice can be maximum of 7 days).</p> <p>c) The notice regarding date of visit shall also be conveyed to the village numbardar and Chowankidar in case any of the shareholder or applicant are not reachable.</p> <p>The patwari shall also make an announcement in the local religious place and get the receiving of the same from the local religious head.</p>	<p>T + 2 = T1</p> <p>T1 + 7 = T2</p>
3	On the day of visit fixed by the ziledar and patwari for joint visit, they would record the statement of all the concerned. The Deputy	T2 + 14 = T3

	Collector shall also issue the mandatory 14 days notice for hearing on the day of the site visit by Zileadar and Patwari.	
4	The ziledar and patwari shall forward the case to the Deputy Collector within 2 days of site visit.	$T3+2=T4$
5	<p>The Deputy Collector shall himself study the case submitted by ziledar and verify the authenticity of the record provided.</p> <p>Note 1 : If there is any discrepancy in the case submitted by the ziledar. The Deputy Collector shall ensure that such discrepancies are removed within the 14 days compulsory notice period</p> <p>Note 2 : Further the Deputy Collector shall also visit the site if he desire so within this 14 days compulsory notice period time only.</p>	$T4+12$
6	After the hearing has been done by the Deputy Collector, the Deputy Collector shall draft his decision and forward it to the concerned office of ziledar for preparation of warabandi within 3 days.	$T3+3=T5$
7	Ziledar shall prepare true copies of warabandi and submit the same to Deputy Collector within 4 days	$T5+4=T6$
8	Deputy Collector through the assessment branch shall verify, rectify and issue the warabandies for implementation through online media (Whatsapp, Email etc.) along with hard copies within 2 days or receipt copies of true copies from ziledar.	$T6+2=T7$

Total timeline T to T 7 = 32 days